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8 FEB 1984

MEMORANDUM FOR: Deputy Director for Administration

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Director of Information Services

SUBJECT: OIS Weekly Report (1-7 February 1984)

A. PROGRESS ON ACTION ITEMS

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

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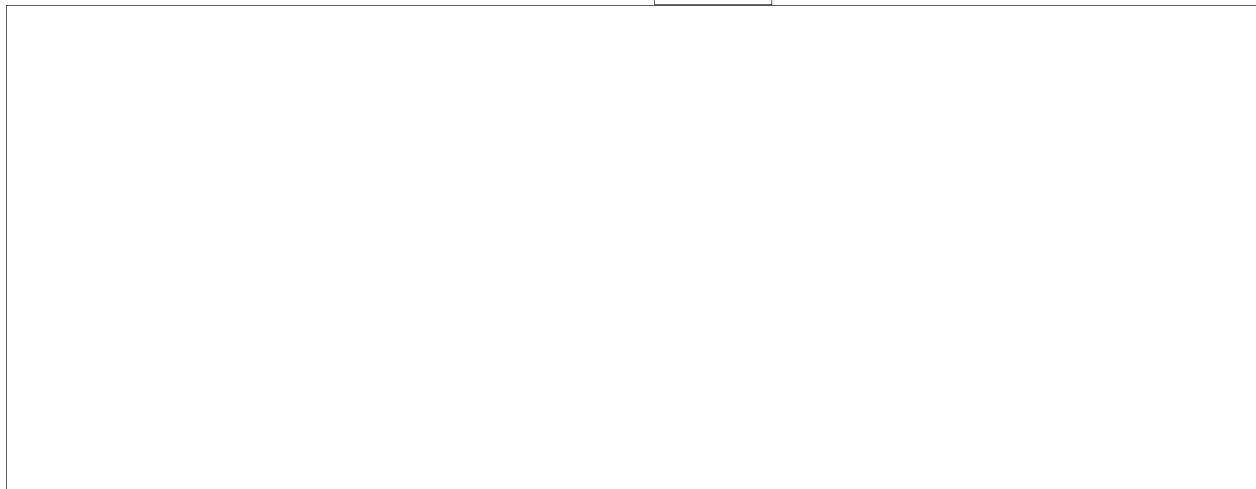
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2. Representatives from DDS&T and OIS/RMD completed the review of files held by the General Dynamics Corporation for a former Office of Special Activities project. There were 120 cubic feet of records destroyed and 25 cubic feet were returned to the Agency for technical review to determine their disposition. 

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4. RMD has completed the first draft of OTE's ADP records control schedule. The draft includes all major active OTE computer systems in use. It is now being coordinated with OTE personnel. The next ADP records control schedule to be prepared will be the Office of Finance.

5. Preparations are under way for the annual Introduction to Micrographics Seminar on 21 March. Representatives of RMD met with the Micrographic Systems Technology Corporation (MSTC) to discuss the latter's participation in the seminar. MSTC indicated that it is willing to participate again and would like to develop a system analysis exercise for the seminar.

6. Two issuances initiated by the DO are to be canceled because of an inability to resolve areas of disagreement. RCD expended considerable time and effort working on the issuances, but it believes that a fresh start is the best approach to take.

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